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SECURITY INFORMATION

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020008-5

OFFICE OR STAFF GENERAL SERVICES			OFFICE CODE L	APPROVAL DATE 7 October 1953	CONTROL NO. 000600020008-5		Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)	
<u>PRINTING AND REPRODUCTION DIVISION</u> <u>PLANT SERVICES BRANCH</u> <u>DISSEMINATION SECTION</u>  Bindery Worker	LB-5	L-350	<u>OFFICE OF THE CHIEF</u>  Prod Spec-Prtg (Insert on T/O after L-433)	GS-1152 12 L-433	L-475	12		
As requested by Chief, General Services, in memorandum, dated 7 October 1953. This action does not affect T/O strength.			25X1A9a					
NEW OFFICE TOTALS			APPROVAL					
T/O strength			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.			Chief, Class. & Wage Div.		
25X9A2			[Redacted Signature]			TITLE		

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SECURITY INFORMATION CHANGE AUTHORIZATION NOV 23 1953

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STANDARD FORM NO. 64

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 7 October 1953

FROM : Chief, General Services Office

SUBJECT: Establishment of New Position and Change in T/O

1. It is requested that a position be established in the Printing and Reproduction Division, Office of the Chief, as a GS-12, Printing Editor. This position is requested in lieu of position No. 350 in the Printing and Reproduction Division, Plant Services Branch, Dissemination Section, which may be eliminated; thus, the total number of positions in the T/O of the General Services Office will remain unchanged.

2. This position is being requested as a result of recommendations made after an administrative and technical survey of NIS publications conducted by our Printing Advisory Staff in cooperation with the Basic Intelligence Division of ORR. Appendix B of this survey (copy attached) sets forth very briefly the proposed duties and responsibilities of the incumbent of this position.

3. A man has been recruited with the necessary qualifications for this position and a request has been submitted for processing of his security clearance. It would be appreciated if you would kindly effect the necessary T/O change in order that we may call him in for duty as soon as his clearance is received.

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